



**U.S. DEPARTMENT OF COMMERCE
FISCAL YEAR 2007
ANNUAL OCCUPATIONAL
SAFETY AND HEALTH REPORT
TO THE DEPARTMENT OF LABOR**

**U.S. Department of Commerce
1401 Constitution Ave., N.W.
Washington, D.C. 20230**

**U.S. Department Of Commerce
Fiscal Year 2007
Annual Occupational Safety and Health (OSH)
Report to the Department Of Labor**

Name of Department: U.S. Department of Commerce

Address: 1401 Constitution Avenue, NW
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Number of federal civilian employees
This report covers: 39,948

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EXECUTIVE SUMMARY

STATISTICS

Although the number of Commerce employees decreased by 0.85% in FY 2007; the Department is pleased to report a 10% decrease in both the total number of injury and illness and its Total Case Rate. Even more significantly, the number of Lost Time Cases (injuries and illnesses involving days away from work) decreased 12.2%. The Lost Time Case Rate (the number of lost time cases per 100 employees) showed significant improvement, with a 14% decrease. By reducing the severity of employee injuries, the Department is decreasing the number of injuries and illnesses that require days away from work. We had no fatalities or catastrophic accidents this year.

In FY 2007, a total of 504 injuries and illnesses were reported, with 423 submitted to the Department of Labor as new cases. These new 2007 cases resulted in \$216,275 workers' compensation and medical costs and \$300,369 in continuation of pay for a total of \$516,644. However, we have approximately 650 open and long term cases, which are why our 2007 chargeback was \$15,035,120, including continuation of pay costs. Most of these 650 cases occurred prior to 2007, some as long ago as 20+ years. Within the last few years, the Department has initiated an aggressive return to work program and is working with its bureaus to review these older cases and identify employees who may have the potential to return to work.

Strains, contusions, and fractures continue to be our major types of injuries and account for 56% of the new cases and 52% of workers' compensation and medical costs. Falls and vehicle accidents are our major causes of injuries, accounting for 33% of the cases and 65% of the costs. Our bureaus, particularly Census and the National Oceanic and Atmospheric Administration (NOAA), are working to reduce employee injuries through aggressive motor vehicle safety programs designed to decrease motor vehicle accidents.

Our workers' compensation contractor recently created statistical reports that we can use to analyze Department-wide injury/accident trends and for the individual bureaus. This will also give us the ability to provide our bureaus with their workers' compensation chargeback data electronically that will enhance our oversight efforts.

OSH INITIATIVES

- **SHARE** - The Department of Commerce was one of only nine major departments that achieved all four of its 2007 SHARE (Safety, Health, and Return to Employment) goals. The goals are explained and the results illustrated in the body of this report.
- **Motor Vehicle/Seat Belt Safety**
In 2007 we experienced 106 vehicle accidents, which is a 53% increase from 2006.

Motor Vehicle/Seat Belt Initiatives – The Department will continue to emphasize safe driving requirements and the mandatory use of seat belts in government owned vehicles (GOV), and personally owned vehicles (POV) during government-sponsored activities.

- **Recordkeeping Requirements** – In compliance with 29 CFR 1904, the Department maintains the OSHA 300 Log manually. We determined that this doesn't provide an accurate record so we are currently exploring an electronic recordkeeping system that we can use to record injuries, illnesses, property damage, and motor vehicle accidents.
- **Workplace Violence** - The Department conducted workplace violence training at one bureau. Some of the major and smaller bureaus conduct annual workplace violence training. There were two minor incidents of workplace violence in 2007.

EMPLOYEE SUPPORT

The Department and its bureaus conduct safety and health training for a variety of audiences: collateral duty safety officers; new employee orientation; new supervisor training; safety and health fairs at Commerce Headquarters, NOAA, and the National Institute for Standards Technology (NIST). We have had excellent employee support at our safety and health fairs as well as at wellness programs and health screenings. Personnel in the Department's bureaus participate in various Field Federal Safety and Health Councils.

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Detailed Report

I. Statistics

A. Injury and Illness Statistics

a) Injury and illness rates

The number of Commerce employees decreased by 0.85%; however, the Department is pleased to report a 10% decrease in the Total Cases of injuries and illnesses and in its Total Case Rate for FY 2007. There was also 12.2% drop in the Lost Time Cases (injuries and illnesses involving days away from work) and the Lost Time Case Rate showed significant improvement, with a 14% decrease. This illustrates that the Department is reducing the number of injuries and illnesses that require days away from work.

The sources of this injury and illness data are noted in the table below.

	FY 2006	FY 2007	Change () indicates decrease
Number of Federal Civilian Employees (including full-time, part-time, seasonal, intermittent workers)	40,292	39,948	(0.85%)
Total Cases Injury/Illness (From OSHA) (number of injury/illness cases—no lost-time, first aid, lost-time and fatalities)	470	423	(10%)
Total Case Rate (From OSHA) (rate of all injury/illness cases per 100 employees)	1.17	1.06	(9.4%)
Lost Time Cases (From OSHA) (number of cases involving days away from work)	229	201	(12.2%)
Lost Time Case Rate (From OSHA) (rate of only the injury/illness cases with days away from work per 100 employees)	0.57	0.50	(14%)
Lost Work Days (Not available) (number of days away from work)	N/A	N/A	N/A
Lost Work Day Rate (from 2007 SHARE data) (rate of lost work days per 100 employees)	22.8	14.5	(36.4%)

b) Facilities with high injury and illness rates

Our bureaus did not identify any facilities with high injury and illness rates.

B. Fatalities and Catastrophic Incidents

There were no work-related fatalities or major catastrophic incidents in 2007.

C. Office of Workers' Compensation Programs Costs

The 2007 chargeback represents a 2% decrease (\$296,696) from 2006.

	CBY 2006	CBY 2007
Chargeback (includes medical and compensation costs)	\$15,031,447	\$14,734,751
Total Continuation of Pay (COP)	(unavailable)	\$300,369
Total Chargeback (includes COP)	(unavailable)	\$15,035,120

Note: the COP for CBY 2006 is not readily available from the payroll provider, the National Finance Center.

D. Significant Trends and Major Causes or Sources of Lost Time Disabilities

a) Tracking Accidents

Data in the following table are from our workers' compensation contractor's reporting system. This data is based on the 504 injury and illness reports that they received in 2007. However, not all of those 504 cases became actual claims; only 423 became actual claims with the remaining 81 being held for information only. At this time we are not able to separate out the actual from the 'information only' reports, so the percentages below are based on 504 reports.

NIST has been tracking and investigating all incidents that are reported including near misses. This effort has resulted in the reduction of their total cases by 9%, reduction of lost time cases by 35%, and reduction of lost production days by 60%. The timely filing of claims has been improved. To expedite the process, NIST's Safety, Health and Environment Division assists employees and supervisors in submitting injury forms to the Department's workers' compensation contractor.

FY 2007 MAJOR TRENDS					
NATURE OF INJURY (i.e. sprains, contusions, etc.)	# OF CASES	% OF CASES	AMOUNT PAID	% OF COST	DESCRIPTION
Contusion/Bruise	132	26.2	\$25,646	11.9	Due to falls
Strain	118	23.4	\$52,896	24.5	Majority are due to falls and lifting
Laceration	40	7.9	\$3,110	1.4	Striking against an object
Fracture	30	6	\$33,181	15.3	Fall related
Sprain	26	5.2	\$9,399	4.3	Fall related
Totals for all reported cases	504	68.7	\$216,275*	57.4	
Cause of Injury (i.e., slips, handling tools, etc.)	# Cases	% of Cases	Amount Paid	% of Cost	
Work Surfaces: Indoor/Outdoor	74	14.7	\$36,600	16.9	Majority resulted in falls
Vehicles: Non-Powered/Powered	50	9.9	\$76,823	35.5	Vehicle accidents that resulted in injuries
Uneven Surface	42	8.3	\$26,895	12.4	Resulted in falls
Weather Condition	32	6.4	\$8,456	3.9	Resulted in falls
Animals and Insects	31	6.2	\$9,806	4.5	Dog bites
Totals for all reported cases	504	45.5	\$216,275*	73.2	

* The \$216,275 includes medical and compensation costs. It does not include the \$300,369 for continuation of pay.

b) Controlling Trends

Approximately 50% of our workers' compensation cases in 2007 involved days away from work. In addition, the Department's return to work program includes focusing on our new cases as well as the older ones.

E. Contract Workers and Volunteers

The Department does not make wide use of volunteers. No volunteer injuries were reported for FY 2007. During FY 2007, the Department did not track the work-related injuries and illness of contractor employees on a Department-wide basis. It is the policy of the Department and all bureaus to investigate all incidents, regardless of who is involved and to obtain, at a minimum, the information required on the OSHA Form 301, Injury and Illness report. Our larger bureaus track contractor injuries and illness.

II. OSH Initiatives

SHARE, Motor Vehicle and Seat Belt Safety, Recordkeeping, Workplace Violence, and Establishments

A. SHARE—Safety, Health, and Return-to-Employment Initiative

a) SHARE Programs/Initiatives

The Department of Commerce was one of only nine major federal departments that achieved all four of its 2007 SHARE goals.

2007 DEPARTMENT OF COMMERCE SHARE RESULTS	FY03 BASELINE	FY04 RESULTS	FY05 RESULTS	FY06 RESULTS	FY07 TARGET	FY07 RESULTS
Goal 1: Total Case Rates (TCR) Reduce total injury and illness case rates by 3% per year.	1.46	1.39	1.23	1.17	1.29	1.08
Goal 2: Lost Time Case Rates (LTCR) Reduce lost time injury and illness case rates by 3% per year.	0.7	0.6	0.57	0.64	0.62	0.53
Goal 3: Timely Filing of Claims (TFC) Increase the timely filing of injury and illness claims by 5% per year.	34	40	53.5	53	50	52.20%
Goal 4: Lost Production Day Rate (LPD) Reduce the rate of lost production days due to injury and illness by 1% per year.	19.8	20.80	20.60	22.8	N/A	14.5

Notes:

- The rates for Goals 1, 2, and 4 are per 100 employees. For example, in Goal 4, the Lost Production Day Rate is the number of lost work days per 100 employees per year.
- Under Goal 4, Lost Production Day Rate, FY06 performance will now replace FY03 as the baseline. The goal is still to reduce the LPD rate by 1% per year, except that no such target will be set below 15 days per 100 employees. Our FY06 results were 22.8 lost production days per 100 employees. Our FY08 goal will be 20.8.

B. Motor Vehicle / Seat Belt Safety

In 2007 we experienced 106 vehicle accidents, a 53% increase over 2006 as shown in the following table.

- (1) NOAA experienced 55 vehicle accidents, 11 of which had reportable injuries with 3 resulting in lost work days. Seatbelts were worn during all accidents.
- (2) Census experienced 43 vehicle accidents in 2007, with 9 resulting in personal injury. Census continued to emphasize the use of seat belts and defensive driving techniques, particularly in its field and Census 2010 Dress Rehearsal settings. Each Field Representative is annually subject to a safe driving observation session with his or her supervisor, which is made part of his or her performance evaluation.
- (3) NIST experienced 6 vehicle accidents in 2007, with no personal injuries. The NIST Police have a spot check on seatbelt use when employees come through the gates and have 2 days a year that they keep track of the number of seatbelt users. They also have distributed the Every Belt Every Ride window decals to employees.
- (4) The Bureau of Industry and Security (BIS) experienced 2 vehicle accidents in 2007, with no personal injuries. BIS provides job specific training for its field

agents, which includes safe driving techniques. Field agents are responsible for complying with all applicable laws governing the use of vehicles and driving in a safe and courteous manner. Supervisors ensure that a record on each vehicle is maintained by the Field Office Vehicle Officer. That vehicle record includes: periodic maintenance records required for warranty, vehicle repair estimates and records, and accident reports involving that vehicle.

2007 DEPARTMENT OF COMMERCE	FY 2006	FY 2007	Change () indicates decrease
Number of motor vehicle accidents experienced by employees	69	106	53%
Number of accidents resulting in personal injury	41	20 +	(51%)
OWCP costs of accidents	Not Tracked	Not Tracked	Not Tracked
Vehicle repair costs due to accidents	Not Tracked	Not Tracked	Not Tracked
Amount of liability claims against the agency due to accidents	\$2,000,000 (estimated)	\$361,810	(82%)

Note: For FY07 the number of motor vehicle accidents was obtained from the individual bureaus. The Office of General Counsel (OGC) handles motor vehicle tort claims and provided the FY07 liability cost figure. We currently do not have an electronic system those tracks and trends motor vehicle accidents and their costs.

b) Mechanisms in place to track seat belt usage by employees

(1) Motor Vehicle/Seat belt initiatives – The bureaus develop and implement seat belt use tracking initiatives.

c) Efforts taken to improve motor vehicle safety and seat belt usage

As in the past several years, the National Highway Traffic Safety Administration (NHTSA) and various organizations participated in Department-wide safety and health fairs.

C. Recordkeeping Requirements

The following table illustrates elements of our recordkeeping procedures. There continues to be a variety of recordkeeping systems within the Department, with no centralized system to aggregate the data. The Department uses the data from its workers' compensation contractor, the Department of Labor, and from its bureaus to meet recordkeeping requirements and to identify trends so that safety programs can be targeted to reduce injuries. The Department is currently exploring an electronic recordkeeping system that we can use to record injuries, illnesses, property damage, and motor vehicle accidents.

Smaller bureaus and the Office of the Secretary rely on paper-based tracking methods. Though some of the bureaus capture lost work days, we are still working on how to accurately capture lost work days Department-wide. Larger bureaus, i.e., Census, NIST, and NOAA, have instituted their own tracking and reporting systems and rely on these systems for their trending and data analysis. These systems do accept safety incidents, such as near misses.

NOAA uses an on-line reporting and investigation system used by all Line Offices with exception of the Marine and Aviation Operations group. All reports are transcribed into an on-line spread sheet, which tracks incidents by name, facility, type, etc. This spread sheet is used to create the data for each facility's OSHA 300 Log. Plans are to automate the on-line reporting system in 2008 to eliminate transferring data to the on line spread sheet. Data from the on-line reporting system is reported on a daily basis to all affected managers. Major incidents are reported immediately.

COMPONENT	YES	NO	PLEASE DESCRIBE IF YOU CHECKED "YES."
Agency Wide	<input type="checkbox"/>	X	The bureaus maintain their own OSHA 300 Logs. The Department uses data from the Department of Labor to complete the 300A Summary, which is posted as required.
Web based	<input type="checkbox"/>	X	
Excel based	<input type="checkbox"/>	X	
Access based	<input type="checkbox"/>	X	
Paper only	<input type="checkbox"/>	X	
Includes no injury and near-miss accidents	X	<input type="checkbox"/>	The Department uses an internal form, CD-137, which the bureaus complete. This form is used to report injuries as well as near misses.
Includes OWCP data	X	<input type="checkbox"/>	The workers' compensation contractor system includes Office of Workers' Compensation Program (OWCP) data.
Generates OSHA 300 forms	X	<input type="checkbox"/>	The bureaus have systems that generate the OSHA 300 forms.
Generates OSHA 300A form	X	<input type="checkbox"/>	The bureaus have systems that generate the OSHA 300A form.
Generates OSHA 301 form	X	<input type="checkbox"/>	The Department's internal form, CD-137 is similar to OSHA's form 301.
Generates multiple reports	<input type="checkbox"/>	X	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

D. Workplace Violence

a) Workplace Violence Incidents

There were no reported cases of significant workplace violence.

NIST reported one minor incident where one employee asked another for a key that was on her lanyard around her neck. She then yanked the lanyard causing injury to the employee's neck.

NOAA reported one case of workplace violence. A drunken contractor employee wrestled his car keys from an employee, resulting in a hand injury with resultant lost time. Workplace violence is an annual training function for all NOAA employees and rarely occurs in the workplace.

b) Workplace Violence Programs/Initiatives

The Department conducted workplace violence training for one of its bureaus.

E. **Agency Establishments:** The list is attached.

III. Employee Support

A. Occupational Safety and Health Training

NIST provided classroom style training throughout the year in coordination with Federal Occupational Health. These courses included: Electrical Awareness; Hazard Communication; Lock Out /Tag Out - Authorized Person; Machine Guarding; Personal Protective Equipment; Respiratory Protection Initial training (includes fit-testing); Respiratory Protection Refresher training (includes fit testing) and Walking and Working Surfaces. An additional hands-on course for Crane training was provided to crane operators. A seminar for all employees on Pandemic Influenza was provided by the Washington Hospital Center and the Safety, Health and Environment Division.

All 25 NIST divisions that have and use hazardous chemicals were trained in hazardous materials handling and satellite accumulation area procedures. NFPA 70E electrical training was provided to Plant Division employees by the NFPA, and several of the Safety Specialists and Industrial Hygienists attended the Metropolitan Washington Federal Safety and Health Council meetings.

NOAA's safety initiatives included mandatory top management training, mandatory mid-level manager on-line training, and annual mandatory training for all NOAA employees. The result has been a 40% reduction in incidents since the start of the program.

All NOAA employees take a mandatory safety course on an annual basis. Under the Departments' recently implemented Learning Management System, NOAA hopes to have the majority of specific safety training programs transferred to this medium in 2008 and 2009. Managerial and mid-level programs are still held using an instructor.

BIS recognized the importance of Occupational Safety and Health (OSH) training and have been working to bring safety awareness to its employees. Basic safety training is covered in the new employee orientation for employees and supervisors. Federal Law Enforcement training is provided as required by regulation or need, covering topics such as firearm control and usage, motor vehicle operation instruction, and physical fitness instruction. Additional training is provided, including the Continuity of Operations Plan (COOP) orientation and training for emergency response group members, and 30-Hour Occupational Safety and Health Act (OSHA) Outreach Safety Training for bureau representatives.

The National Telecommunication and Information Administration (NTIA) provide training to its employees as part of their orientation. Staff receives periodic safety and health awareness information from the Department via e-mail; from OOSH web pages; NTIA's safety and health internal webpage; safety council reports; and other information sources. Safety awareness discussions are held at periodic NTIA staff meetings. NTIA

Safety Council members attend monthly safety work group meetings and take back relevant information to NTIA managers and employees.

The Bureau of Economic Analysis (BEA) conducted a training workshop for all supervisors and managers on Violence in the Workplace and Workers' Compensation. Seven BEA employees were certified in CPR/AED, and 13 AEDs were converted to American Heart Association standards.

	TYPES OF TRAINING PROVIDED IN FY2007	NUMBER TRAINED
Top management officials	Conducted by the bureaus.	52 *
Supervisors	Safety is included in the quarterly training classes for new supervisors.	45-60
Safety and health specialists	Attendance at professional conferences and associated continuing education.	8-10
Safety and health inspectors	DOC doesn't have any Safety and Health inspectors	Not applicable
Collateral duty safety and health personnel and committee members	Safety training for collateral duty safety personnel is conducted annually.	10-15
Employees and employee representatives	Safety is included in new employee orientation at the Department. The bureaus conduct their own new employee orientation.	50-60

* NOAA reported that all newly appointed and promoted senior managers must complete the DuPont program for senior managers.

B. Field Federal Safety and Health Councils

Department safety personnel participate in the Councils at the local levels. The Washington Area Council participated in the Department's safety and health fair.

C. Other Support Activities

Department Safety Professionals participate as members of the American Society of Safety Engineers (ASSE) and the American Industrial Hygiene Association (AIHA) at meetings, conferences and local activities. NIST's Safety, Health and Environment Division sponsored an ASSE/AIHA meeting and tour of their National Center for Neutron Research.

The Department held its annual Health and Safety Fair that included local emergency management agencies, health and wellness vendors, health screenings, and representatives from the National Highway Transportation Safety Administration.

NIST held a "Safety is Cool" Safety Day in June at Gaithersburg, MD and Boulder, CO. Several speakers were featured at the event, including Dr. John Howard, Director, NIOSH. Topics included motorcycle and recreational vehicle safety, fire extinguisher training, Maryland Operations Lifesaver "Safe Decisions Around Tracks and Trains," power tool demonstrations, ladder demonstrations, NIST Continuation of Operational

Plan, managing change, and an ergonomic session demonstrating various seating options and workstation designs. Over 1,300 employees attended in Gaithersburg and 45 in Boulder.

IV. Accomplishments

A. FY 2007 Accomplishments

a) Evaluations

The Department's Safety office completed planned programmatic safety and health assessments of two bureaus. Evaluation of the current assessments determined that the assessments process and methodology was not an effective tool to evaluate the management safety and health systems of the bureaus and a decision was made to change the focus of Department assessments. The Department will work with the bureaus to develop a safety and health assessment for the bureau that will allow them to conduct their own annual programmatic self-assessments. The self-assessment will focus on accident data that has been difficult to track, like automobile accidents. The Department's Safety staff will then review the annual programmatic assessments and then conduct an independent system safety and health assessment of each bureau's safety program/policy every three years.

b) Return-to-work

The Department has implemented an aggressive return to work initiative with the bureaus taking the lead. The Department has monthly meetings with the safety and worker compensation personnel to report on the progress being made to assess the historical and current case log. The Department and bureaus also have made numerous trips to the Department of Labor HQ to retrieve medical information on the WC case log to determine the potential to return favorable employees back to employment. We hope our efforts will yield significant success stories within the next year.

c) Performance Standards

Each bureau has specific performance standards that reflect the mission and requirement of the bureau. Safety and health is a component of manager's, supervisor's and employee's performance if the risk associated with their activities warrants inclusion of focused safety and health performance standards.

d) Recognition

Each bureau has specific awards and recognition programs for safety and health. The Department is in the process of reviewing its award program.

B. Achievements of Fiscal Year 2006 Goals

In FY 2006, the Department established goals to improve the efficiency and effectiveness of the safety, health, and workers' compensation programs. These goals included reviewing all workers' compensation claims for return to work potential, increasing the

number of recovered workers returned to work, and reducing workplace injuries and illnesses.

Accomplishing these three goals reduced the number of accidents experienced by employees and helped the Department meet four Safety, Health, and Return-to-Employment (SHARE) initiatives.

V. Resources

The Department is exploring options to implement an automated, web-based accident reporting system. The Departments' headquarters determined that accurate records are not being maintained and we are currently exploring an electronic recordkeeping system that we can use to record injuries, illnesses, property damage, and motor vehicle accidents.

VI. Goals, Objectives, and Strategies

The Department initiated a Safety and Workers' Compensation Working Group that began meeting monthly in July 2007. The work group is attended by Safety and Workers' Compensation Specialists from each bureau and the Departmental Headquarters. The meetings provide opportunities for training, networking, sharing of best practices, and communication between bureau representatives and the Department Safety and Workers' Compensation Managers. Attendance and participation has been consistently excellent. As a result of these meetings, we identified the need to conduct a beginner workers' compensation class for the new workers' compensation specialists. We will continue this group into 2008.

VII. Questions/Comments

The report format used for this year requested significant amounts of data that are not tracked at the agency or bureau levels. This made providing some of the requested information difficult. Recommend that agencies be informed of data requirements approximately one year in advance so that procedures to collect the required information can be implemented.

Appendix I

BUREAU SAFETY AND HEALTH OFFICERS

BUREAU	OSH MANAGER	OFFICIAL TITLE	PHONE	E-MAIL
Bureau of Economic Analysis (BEA)	Joyce Whitman	Safety Specialist	(202) 606-5556	Joyce.Whitman@bea.gov
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Economic Development Administration (EDA)	Anita Sanders	Program Manager	(202) 482-3905	ASanders2@eda.gov
Economics and Statistics Administration (ESA)	Pamela Moulder	Safety Specialist	(202) 482-5997	Pamela.moulder@doc.gov
International Trade Administration (ITA)	Jeffrey Scherr	Safety Specialist	(202) 482-3266	Jeffrey_scherr@ita.doc.gov
Minority business Development Agency (MBDA)	Geraldine Marshall	Program Manager	(202) 482-2285	gmarshall@mbda.gov
National Institute of Standards and Technology (NIST)	Rosamond Rutledge-Burns	Chief, Safety, Health and Environment Division	(301) 975-5818	rosamond.burns@nist.gov
National Oceanic and Atmospheric Administration (NOAA)	Thomas Altvater	Chief, Safety Division	(301) 713-2870 X132	thomas.altvater@noaa.gov
National Technical Information Service (NTIS)	Doug Campion	Program Manager	(703) 605-6214	DCampion@ntis.gov
National Telecommunication and Information Administration (NTIA)	Anthony Calza	Program Manager	(202) 482-2196	acalza@ntia.doc.gov
Patent and Trademark Office (PTO)	Carol Barnhill	Safety and Occupational Health Manager	(571) 272-6234	carol.barnhill@uspto.gov

Appendix II

FATALITIES

There were no fatalities or catastrophic events in FY 2007.